

**THE TULALIP TRIBES**  
**Tulalip Data Services**  
**Job Description**

**JOB TITLE:** Webmaster

**JOB NUMBER:** QCV 001-06

**NOTE:** Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

**EDUCATION:** (Please attach all required education documents with application; i.e., diploma, degrees, certificates, etc.)

- ☐ High School Diploma or GED equivalent required.
- ☐ Bachelor's of Science degree in Computer Science or related field of study. (attach copy of degree or transcript with application).

**SKILLS:**

- ☐ Ability to work independently with little supervision, prioritizing and completing assignments and tasks.
- ☐ Ability to think outside of the box when proposing solutions to problems.
- ☐ Working knowledge of Windows 2000/2003 Server.
- ☐ Working knowledge of HTML, Java Script, XML, SQL.
- ☐ Experience in administration of IIS 5.0, 6.0, 7.0.
- ☐ Knowledge of the .NET framework and C# / VB .NET development environment.
- ☐ Familiar with relational databases and client-server concepts.
- ☐ Extensive knowledge of software development lifecycles (SDLCs) and their utilization in software development projects.
- ☐ Must be able to work well under pressure and within time restraints.
- ☐ Ability to work within a dynamic work environment.
- ☐ Ability to consult with users to identify current operating procedures and to clarify program objectives.
- ☐ Must have excellent interpersonal skills – internal/external stakeholders, customers, development staff.
- ☐ Must have excellent communication skills.
- ☐ Ability to type 30 wpm without errors. (test required)
- ☐ Ability to compose routine business correspondence, i.e., memorandum, letters, spreadsheets, reports, etc. (test required)

**EXPERIENCE:**

- ☐ Two (2) years academic or one (1) year work experience with .NET software development projects.
- ☐ Two (2) years academic or one (1) year work experience writing documentation to describe program development, logic, coding and corrections.
- ☐ Two (2) years academic or one (1) year work experience converting project objectives to requirement specifications.
- ☐ Two (2) years academic or one (1) year work experience using UML standard to create models and diagrams for projects.

**OTHER REQUIREMENTS:**

- ☐ Knowledge of project management software such as Microsoft™ Project.
- ☐ Knowledge of modeling software such as Microsoft™ Visio.
- ☐ Knowledge of office productivity suites such as Microsoft™ Office.
- ☐ Must be willing to attend progressive job related training as requested.
- ☐ Must be able to work evenings, weekends, and/or holidays as needed or requested.
- ☐ Must have a successful employment history with the Tulalip Tribes and/or other current and past employers

**Physical Characteristics and/or Prerequisites:**

- ☐ Manual and finger dexterity for the operation of a personal computer and routine paperwork.
- ☐ Stamina to sit, stand, and/or walk for prolonged periods of time.
- ☐ Tolerance to be exposed to a computer screen for prolonged periods of time on a regular basis.

- [ ] Ability to lift and carry 40 lbs. on a frequent basis.
- [ ] Mobility to bend, stoop, and/or climb stairs on an occasional basis.

**Tribal Department:** Tulalip Data Services

**Employee Classification:** Non-Exempt

**Job Summary:** The successful candidate will develop close partnerships with system owners, key end users, system support personnel, software developers, project managers, and fellow team members. The candidate will also monitor site traffic and help scale site capacity to meet traffic demands performance. Improves the Tribes efficiency and designs the look and feel for the site.

**Employee Reports To:** Manager of Software Engineering Services

**Extent of Authority:** Under the direction of direct supervisor, performs job duties providing support and service to all tribal software projects in accordance with established policies and procedures.

**Specific Duties Performed:**

1. Managing and maintaining the operational capability, design and structure of the Tribes websites.
2. Advise about unanticipated changes in regards to Tribal websites.
3. Managing and maintaining on a timely basis any updates or content changes.
4. Determining that there is no copyright infringement in anything published on the Tribes websites.
5. Provide document management and workflow functionality for major changes and or upgrades.
6. Identifying areas of improvement and executing a solution.
7. Participate in continued education opportunities as necessary for successful completion of assigned tasks.
8. Performs other related duties as deemed necessary or requested.
9. Participate in the TDS mentoring program.

**Terms of Employment:** This is a Regular Full-time position, requiring at least 40 hours per work, or 2080 hours per year.

**Pav Range:** \$23.96-\$26.43 DOE

**Opening Date:** 6/7/06

**Closing Date:** Until Filled